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GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

October 17, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-14

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Aged Outstanding Checks Considered Abandoned Property

Attached is the Abandoned Property report listing the outstanding LaGov HCM payroll checks issued for your agency for June 30, 2012 and prior.

These checks are no longer negotiable by the employee or the agency (cannot be voided and reissued). **They are now considered abandoned property** under R.S. 9:151 - 9:181, can no longer be cleared through OSUP bank accounts, and will be remitted to the State Treasurer's Unclaimed Property Division for proper disposition. Any claims against these dollars must be made through:

State Treasurer, Unclaimed Property Division  
PO Box 91010  
Baton Rouge, LA 70821-9010  
Toll-Free 1-888-925-4127  
or (225) 219-9400  
<http://www.treasury.state.la.us>

These reports, along with any unclaimed checks, should be kept in an agency file for reference and audit purposes. **DO NOT FORWARD UNCLAIMED CHECKS TO OSUP.** Per R.S. 9:173, the retention schedule for unclaimed checks shall be ten years after the filing date, October 31, 2013. For more information on retention schedules, contact your State Archives representative.

Agencies may be contacted by employees requesting a written letter verifying the employee's address at the time the unclaimed wages were paid and/or verification of place of employment. This may be required by Unclaimed Property to release the funds.

If there are any questions, please contact Desiree Jefferson at (225) 342-5377 or [Desiree.Jefferson@LA.GOV](mailto:Desiree.Jefferson@LA.GOV).

APH:DWJ/ral

Attachment: (Agency Specific)